

STATE OF GEORGIA

RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet:	1 of 2
	Schedule #:	99-0032
	Effective Date:	Sept 1, 2000

*(Agency use)**(Archives use)*

Date Sent: June 9, 2000

Date
Received:Agency
Control No.: 05-106-2.01V

Agency Code:

Control No.:

Applicant: Georgia Bureau of Investigation
Address:

Phone: 404 -244-2501

3121 Panthersville Rd.
Decatur, GA 30034FAX:
Email:Creating Office: Georgia Crime Information Center
Address:3121 Panthersville Rd.
Decatur, GA 30034Phone:
FAX:
Email:

Administrator: George Emfinger, ADD-GCIC

Phone: 404-244-2745

FAX:
Email:Application
Type: Amend

Class: Individual

Series Title: GCIC Audit Files

Dates of
Series: 1992-ongoing

Access: Open

Function Documented: Performs compliance audits on the uniform crime reporting practices of state and local criminal justice agencies in accordance with O.C.G.A. 35-3-33(a)(4). The audit records serve as the agency's documentation of compliance/non compliance

Consists of: GCIC Compliance Audit Files

Media: paper

Arrangement: chronological by CY

Indexed by: NCIC ORI #

STATE OF GEORGIA

RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet:	2 of 2
	Schedule #:	99-0032
	Effective Date:	Sept. 1, 2000

Retention Requirement: 4 years

State Law or Regulation:

Federal Law or Regulation:

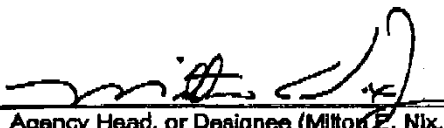
Audit Period:

Administrative Need: 4 years - Agencies are audited in 2 year cycles. The two most recent audits are to be retained.

Cutoff Event: FY

Total Retention: (4 yr - CFA, NA - NA) Total = 4 yrs then destroy

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:  6-12-00
Agency Head, or Designee (Milton E. Nix, Jr. Director) Date

Concur:  6/7/00
Creating Office Administrator (George Emfinger, ADD-GCIC) Date

Submitted by:  6/13/00
Records Management Officer (Gary G. Theisen, Assistant Deputy Director) Date

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION
APPROVAL SIGNATURE SHEET
SHEET 3 OF 3

Agency: Georgia Bureau of Investigation
Series Title: GCIC Audit Files
Schedule Number: 99-0032-02
Effective Date: September 1, 2000
Total Retention Four (4) years

Cut off at Calendar year
Hold in current files area four (4) years

These instruction supersede and replace schedule 99-0032-01, effective date December 13, 1999.

The State Records Committee, by authority of the Georgia Records Act (O.C.G.A. §50-18-90 et. seq.), approved these disposition instructions for this records series.

Signed: _____

Donald B. Schewe, Secretary of State Designee

Date

10/2/00

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Schedule No 99-0032

Sheet 1 of 3

(Agency use)

Sheet: ~~1002~~
Schedule #: ~~100000~~ 620
Effective Date: ~~XXXXXX~~ 12/15/99
DEC 08 1999

(Archives use)

Date Sent: June 1, 1999

Date
Received:

Agency 99-01
Control No.:

Agency Code:

Control No.:

Applicant: Georgia Crime Information Center (GCIC)/Georgia Bureau of Investigation
Address: P.O. Box 370748
Decatur, Georgia 30037-0748

Phone: 494-244-2601
FAX: 404-244-2658
Email: george.emfingier@gbi.
state.ga.us

Creating GCIC Audit Section
Office:
Address: Same as Above

Phone: 404-244-2745
FAX: 404-244-2658
Email: same as above

Administrator: George L. Emfingier - Audit
Program Manager

Phone: 404-244-2745
FAX: 404-244-2658
Email: same as above

Application
Type: New: ☒
Amend: ☐
One-time: ☐
Exception: ☐

Class: Individual

Series Title: GCIC Compliance Audit Files

Dates of
Series: January 1992 - ongoing

Access: Confidential - OCGA 35-3-32; OCGA 16-9-90 et seq.; 28 CFR 20.21; APA
Rule 140-2-.08 (GCIC Council Rules);

Function Documented: Compliance audit files document biennial compliance audits of Georgia
criminal justice agencies required under OCGA 35-3-31, 35-3-32, 35-3-34, and
35-3-38; APA Rule 140-2-.08 (GCIC Council Rules) and 28CFR 20.21.
Record retention is vital to use in succeeding audits to measure agency
remedial action and respond to file requests under OCGA 50-18-70 et seq.
There are no duplicate files. All files and records compiled are in paper form.

Consists of: Narrative reports; general correspondence; labels; criminal history record
information; charts; spreadsheets; copies of local agency operating policies;

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Schedule No 99-0032

Sheet 2 of 3

Sheet: ~~1~~ 2
Schedule #: ~~99-0032~~
Effective Date: ~~12/8/99~~ 12/8/99
DEC 8 1999

computer-generated lists of records representing wanted persons, missing persons, and stolen serial-numbered property.

Media: paper; sized mainly in standard letter-sized paper; some legal-sized documents (folded)

Arrangement: Sequenced by numeric Agency Identification Number; assignment generally coincides with Georgia county names in alphabetical order (i.e., GA0010000 = the Appling County Sheriff's Department; GA1590000 = the Worth County Sheriff's Department; sub-groupings are arranged internally in this nine character numbering system

Indexed by: Agency Identification Number – Termed "ORI" Number

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Schedule No 99-0032
Sheet 3 of 3

Sheet: ~~1002~~
Schedule #: ~~1002~~ *BEF*
Effective Date: ~~12/18/99~~ *12/8/99*
DEC 08 1999

Retention Requirement:
State Law or Regulation: 0
Federal Law or Regulation: 0
Audit Period: 10 years (per written agreement by the State Attorney General)
Administrative Need: 10 years

Cutoff Event: Audit closure (head of audited agency tenders a written response to audit findings)

Total Retention: 10 years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: *Scott Cown* Scott Cown
Agency Head, or Designee (type name and title here) 11/19/99 Date

Concur: *Paul C. Heppner* Paul C. Heppner
Creating Office Administrator (type name and title here) 11/19/99 Date

Submitted by: *Tanya Dixon* Tanya Dixon
Records Management Officer (type name and title here) 11-19-99 Date

C:\A1\FORMS\DOC\BLANKSCHV1.DOC MARCH 26, 1999\SEK

The approval of the retention requirement for the records series described in this records retention schedule application has been approved by the State Records Committee.

Signed: *Edward Weldon* 12/14/99
Edward Weldon Date
Secretary of State Committee Designee

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Schedule No 99-0032
Sheet 3 of 3

Sheet: 2
Schedule #: 12/2/99
Effective Date: 12/2/99
DEC 08 1999

Retention Requirement:
State Law or Regulation: 0
Federal Law or Regulation: 0
Audit Period: 10 years (per written agreement by the State Attorney General)
Administrative Need: 10 years

Cutoff Event: Audit closure (head of audited agency tenders a written response to audit findings)

Total Retention: 10 years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: Scott Cown Director of Staff Srvc 11/19/99
Agency Head, or Designee (type name and title here) Date
Concur: Paul C. Heppner Deputy Director for GCIC 11/19/99
Creating Office Administrator (type name and title here) Date
Submitted by: Tanya Dixon Records Mgmt Officer 11-19-99
Records Management Officer (type name and title here) Date

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Signed: Edward Weldon 12/14/99
Edward Weldon Date
Secretary of State Committee Designee

**STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION**

Sheet #: 1 of 2
Authorizing Schedule #: ~~XXXXXXXXXX~~

99-0032 *Ref*
12/13/99

(Agency use)

(Archives use)

Date: June 1, 1999

Date Received: DEC 02 1999

Agency
Control No.: 99-01

Agency Code: 0471

Control No.: 991202-01

Series Title: GCIC Audit Files

Current
Accumulation: 30 Archival File Storage Boxes (Box size is 10 x 12 15)

Reference
Activity: Access will be intermittent; driven mainly by file access requests under the State Open Records Act, mainly through litigation

Series
Inventory: See attached folder inventory form

Storage
Containers: storage boxes (10 x 12 x 15)

Special Storage
Conditions: Files will contain nonpublic information such as Criminal History Record Information; storage as confidential records is required

Proposed Disposition Instructions:

Cut off records of series: Audit files will close when heads of audited agencies remit audit report response letters. Files will be subject to transfer when date of agency response letters ages to three years from the current date. *Cut-off closed files at end of calendar year. BSA 12/13/99*

Maintain in office for: Open and closed audit files will be retained in the GCIC office for three years

Transfer to: State Archives - store as confidential records

Hold: Hold for ⁷10 years) see letter from State Attorney General

Then: Destroy ~~all records exceeding the 10 year retention~~ *BSA 12/13/99*

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed: *Paul C. Heppner* Paul C. Heppner
Creating Office Administrator (type name and title here) Deputy Director for GCIC 11/24/99
Date

Submitted by: *Scott Cowan* Scott Cowan
Records Management Officer (type name and title here) Director of Staff Services 11/24/99
Date

The Office of Secretary of State, Department of Archives and History, agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity, or required storage conditions may require a renegotiated storage and reference agreement.

**STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION**

Sheet #: 1 of 2
Authorizing Schedule #: ~~99-00000000~~

99-0032 *BSJ*

12/13/99

(Agency use)

(Archives use)

Date: June 1, 1999

Date Received: DEC 02 1999

Agency
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Maintain in office for: Open and closed audit files will be retained in the GCIC office for three years

Transfer to: State Archives - store as confidential records

Hold: Hold for ⁷10 years) see letter from State Attorney General

Then: Destroy ~~all records exceeding the 10-year duration~~ *BSJ 12/13/99*

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed: *Paul C. Heppner* Paul C. Heppner
Creating Office Administrator (type name and title here) 11/24/99
Date

Submitted by: *Scott Cown* Scott Cown
Records Management Officer (type name and title here) 11/24/99
Date

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STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION

Sheet #: 1 of 1

Authorizing Schedule #: ~~10-0000-00~~

99-0033

Accepted by:

Edward Weldon

Edward Weldon, Secretary of State Designee

Date

12/18/99

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STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION

Sheet #: 1 of 1

Authorizing Schedule #: ~~10-0000-06~~

99-0033

Accepted by:

Edward Weldon

Edward Weldon, Secretary of State Designee

12/14/99

Date

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GEORGIA STATE RECORDS COMMITTEE

RETENTION SCHEDULE APPLICATION APPROVAL SIGNATURE SHEET

The State Records Management Program has reviewed and researched GBI's proposed records retention period and finds no reasons to recommend modification or change. The Department of Law reviewed the application and concurred with GBI's proposed retention. Based on the Program's findings and the Department of Law concurrence, we recommend State Records Committee approval. A copy of the agency application accompanies this signature sheet.

If there are questions, contact Andrew S. Taylor (404 657-3848) astaylor@sos.state.ga.us), or Pete Schinkel (404 656-2373) petes@sos.state.ga.us), or annotate and return the application(s) in the envelope provided.

GEORGIA BUREAU OF INVESTIGATION GEORGIA CRIME INFORMATION CENTER (GCIC)

Series Title: GCIC Compliance Audit Files, January 1992 and Ongoing
Schedule Number: 99-0032
Effective Date: December 8, 1999
Total Retention: Ten (10) years

The total retention periods proposed by the above listed applications for retention schedule are adequate to protect the rights and interests of the state and of the public.



W. Michael Hale

Chief Information Officer, and
Governor's Designee to the State Records Committee

12/9/99

Date

Attachments: Application for retention schedule number 991202-01 (photocopy)
Letter, J. Jayson Phillips, Assistant Attorney General to Paul Heppner, GBI
Deputy Director of GCIC, May 19, 1999 (photocopy)
Retention Schedule Application Signature Approval Sheet

GEORGIA STATE RECORDS COMMITTEE

RETENTION SCHEDULE APPLICATION APPROVAL SIGNATURE SHEET

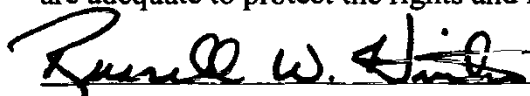
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Russell W. Hinton

State Auditor and Member, State Records Committee

12/9/99

Date

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GEORGIA STATE RECORDS COMMITTEE

RETENTION SCHEDULE APPLICATION APPROVAL SIGNATURE SHEET

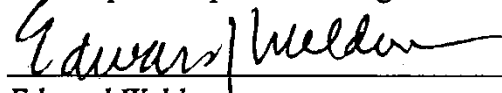
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Edward Weldon

12/9/99
Date

Director, Archives and History, and
Secretary of State's Designee to the State Records Committee

Attachments: Application for retention schedule number 991202-01 (photocopy)
Letter, J. Jayson Phillips, Assistant Attorney General to Paul Heppner, GBI
Deputy Director of GCIC, May 19, 1999 (photocopy)
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